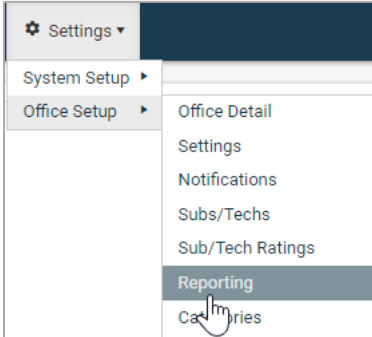




Work Order Email Subject Line

The subject line of an emailed Work Order can be configured by the Administrator of the Restoration Manager by going to Settings→ Office Setup→ Reporting

Note: If you have more than one Office (Location, Division or Site) the subject line will need to be setup in each Office.



In the middle of the page under **Work order Report Settings** is the; **Work Order Email Subject Line Settings for the Job Contact and Sub/Tech.**

You can type directly into the Send WO Email Subject Line and also use the Job, Loss, WO (Work Order), Business, Company, Office and/or Sub/Tech merge fields.

Important: Please refer to Page two (2) for merge fields and definitions.

*Note: Send WO must be selected within the Work Order Detail page or the Loss Management page. For the custom Subject Line to appear. Please refer to the following reference document **Adding Work Orders** available on the University under Training Documents → Estimator & Project Manager.*

Default Email Subject Line: The beginning of the subject line equals the Work Order Title; the rest is the default subject.

Work Order Due on 9/1/2016, WO 1056-004, Job ID 16-027REM, 890 NE 1st Street, Jax Beach, FL 32250 for Restoration Manager

Work Order Title *Default Subject*

Sample of the Work Order Subject Line setup:

Example of the Work Order Subject Line:

WO# 1050-001 is Due on 9/22/2016 for Jack Wonderful - Job Address: 1458 Jax Beach Blvd Jax Beach, FL 32250

Note: The Work Order Title will no longer display in the Email subject line if a custom subject line has been setup.



Work Order Email Subject Line

Merge Fields and Definitions

Below is a description of what each merge field represents. Please note some of the merge fields are terminology driven and you may be using a different terminology than noted in the merge field and definitions below.

Job Merge Fields

Merge Field

Actual Costs
 Address Bldg and Unit
 Address Building
 Address City
 Address City State Zip
 Address City Zone
 Address Full
 Address Line 1
 Address Line 2
 Address Number
 Address State
 Address State Name
 Address Street
 Address Unit
 Address Zip
 Adjuster Email
 Adjuster Full Name
 Adjuster Phone 1
 Adjuster Phone 1 Type
 Adjuster Phone 2
 Adjuster Phone 2 Type
 Adjuster Project
 Adjuster Type
 Agent Email
 Agent Full Address
 Agent Full Name
 Agent Phone 1
 Agent Phone 1 Type
 Agent Phone 2
 Agent Phone 2 Type
 Agent Project
 Agent Type
 Billing Contact Address 1
 Billing Contact Address 2
 Billing Contact City, State, Zip
 Billing Contact Email
 Billing Contact Full Name
 Billing Contact Phone 1
 Billing Contact Phone 1 Type
 Billing Contact Phone 2
 Billing Contact Phone 2 Type
 Current Date
 Estimate Costs
 Floor Plan Name
 Full Address
 Job Closed
 Job Custom 1

Definition

Total Actual Costs for the Job
 Job/Customer Bldg and Unit in one field
 Job/Customer Building details
 Job/Customer City
 Job/Customer City, State & Zip
 Job/Customer City Zone
 Job/Customer Full address in one field
 Job/Customer Address 1
 Job/Customer Address 2
 Job/Customer Address 1 Number
 Job/Customer State
 Job/Customer State Name
 Job/Customer Address 1 Street Name
 Job/Customer Unit
 Job/Customer Zip
 Adjuster Email Address
 Adjuster Full Name
 Adjuster Phone Number in Phone field 1
 Adjuster Type of Number associated with Phone field 1
 Adjuster Phone Number in Phone field 2
 Adjuster Type of Number associated with Phone field 2
 Company the Adjuster works for
 Adjuster Title
 Agent Email Address
 Agent Full Address
 Agent Full Name
 Agent Phone Number in Phone field 1
 Agent Type of Number associated with Phone field 1
 Agent Phone Number in Phone field 1
 Agent Type of Number associated with Phone field 1
 Company the Agent works for
 Agent Title
 Job/Customer Billing Contact Address 1
 Job/Customer Billing Contact Address 2
 Job/Customer Billing Contact City, State & Zip
 Job/Customer Billing Contact Email Address
 Job/Customer Billing Contact Full Name
 Job/Customer Billing Contact Phone Number in Phone field 1
 Job/Customer Billing Contact Type of Number associated with Phone field 1
 Job/Customer Billing Contact Phone Number in Phone field 2
 Job/Customer Billing Contact Type of Number assoc. with Phone field 2
 Current Date
 Total Estimated costs for the Job
 Floor Plan Name
 Job Full Address
 Job Closed (Yes or No)
 Job Custom field order 1 (Typically is Deductible)



Work Order Email Subject Line

Job Merge Fields - continued

Merge Field

Job Custom 2
 Job Custom 3
 Job Custom 4
 Job Custom 5
 Job Custom 6
 Job ID
 Job Lost
 Job Name
 Job Notes
 Job Progress
 Job Status
 Lot Block
 Primary Contact Address 1
 Primary Contact Address 2
 Primary Contact City
 Primary Contact City, State, Zip
 Primary Contact Email
 Primary Contact First Name
 Primary Contact Full Address
 Primary Contact Full Name
 Primary Contact Last Name
 Primary Contact Logon Name
 Primary Contact MI
 Primary Contact Phone 1
 Primary Contact Phone 1 Type
 Primary Contact Phone 2
 Primary Contact Phone 2 Type
 Primary Contact Phone 3
 Primary Contact Phone 3 Type
 Primary Contact Phone 4
 Primary Contact Phone 4 Type
 Primary Contact Phone 5
 Primary Contact Phone 5 Type
 Primary Contact State Code
 Primary Contact State Name
 Primary Contact Title
 Primary Contact Zip
 Project Contact Address 1
 Project Contact Address 2
 Project Contact City, State, Zip
 Project Contact Email
 Project Contact Full Name
 Project Contact Phone 1
 Project Contact Phone 1 Type
 Project Contact Phone 2
 Project Contact Phone 2 Type
 Project Contact Title
 Red Flag
 Referral Email
 Referral Full Name

Definition

Job Custom field order 2 (Typically is Policy #)
 Job Custom field order 3 (Typically is Policy Limits)
 Job Custom field order 4 (Typically is Lockbox Code)
 Job Custom field order 5 (Typically is Door/Gate Code)
 Job Custom field order 6 (Typically is Other)
 Job ID
 Job Lost (Yes or No)
 Job Name
 Job Notes
 Job Progress Description
 Job Status – Active, Inactive, Deleted
 Claim #
 Job Primary Contact - Address 1
 Job Primary Contact - Address 2
 Job Primary Contact - City
 Job Primary Contact - City, State, Zip
 Job Primary Contact - Email Address
 Job Primary Contact - First Name
 Job Primary Contact – Full Address
 Job Primary Contact – Full Name
 Job Primary Contact – Last Name
 Job Primary Contact – Job Portal Logon Details
 Job Primary Contact – Middle Initial
 Job Primary Contact – Phone Number in Phone field 1
 Job Primary Contact – Type of Number associated with Phone field 1
 Job Primary Contact – Phone Number in Phone field 2
 Job Primary Contact – Type of Number associated with Phone field 2
 Job Primary Contact – Phone Number in Phone field 3
 Job Primary Contact – Type of Number associated with Phone field 3
 Job Primary Contact – Phone Number in Phone field 4
 Job Primary Contact – Type of Number associated with Phone field 4
 Job Primary Contact – Phone Number in Phone field 5
 Job Primary Contact – Type of Number associated with Phone field 5
 Job Primary Contact – 2 Digit State Code
 Job Primary Contact – 2 Digit State Code
 Job Primary Contact Title
 Job Primary Contact Zip Code
 Company Contact Address 1
 Company Contact Address 2
 Company Contact City, State & Zip
 Company Contact Email Address
 Company Contact Full Name
 Company Contact Phone Number in Phone field 1
 Company Contact Type of Number associated with Phone field 1
 Company Contact Phone Number in Phone field 2
 Job Primary Contact – Type of Number associated with Phone field 2
 Company Contact Title
 Job Red Flag Notes
 Job Referral Email Address
 Job Referral Full Name



Work Order Email Subject Line

Job Merge Fields - continued

Merge Field

Referral Phone 1
 Referral Phone 1 Type
 Referral Phone 2
 Referral Phone 2 Type
 Referral Contact Project
 Referral Type
 Sales Manager Address 1
 Sales Manager Address 2
 Sales Manager City, State, Zip
 Sales Manager Email
 Sales Manager Full Name
 Sales Manager Phone 1
 Sales Manager Phone 1 Type
 Sales Manager Phone 2
 Sales Manager Phone 2 Type
 Secondary Contact First Name
 Secondary Contact Full Name
 Secondary Contact Initials
 Secondary Contact Last Name
 Secondary Contact Logon Name
 Secondary Contact Middle Initial
 Secondary Contact Phone 1
 Secondary Contact Phone 1 Type
 Secondary Contact Phone 2
 Secondary Contact Phone 2 Type1
 Secondary Contact Title
 Staff 2 Address 1
 Staff 2 Address 2
 Staff 2 City, State, Zip
 Staff 2 Email
 Staff 2 Full Name
 Staff 2 Phone 1
 Staff 2 Phone 1 Type
 Staff 2 Phone 2
 Staff 2 Phone 2 Type
 Staff Email
 Staff First Name
 Staff Full Name
 Staff Initials
 Staff Last Name
 Staff MI
 Staff Phone 1
 Staff Phone 1 Type
 Staff Phone 2
 Staff Phone 2 Type
 Staff Phone 3
 Staff Phone 3 Type
 Staff Phone 4
 Staff Phone 4 Type

Definition

Job Referral Phone Number in Phone field 1
 Job Referral Type of Number associated with Phone field 1
 Job Referral Phone Number in Phone field 2
 Job Referral Type of Number associated with Phone field 2
 Company the Job Referral is associated with
 Job Referral Title
 Typically the Marketing Rep - Address 1
 Typically the Marketing Rep - Address 2
 Typically the Marketing Rep - City, State & Zip
 Typically the Marketing Rep - Email Address
 Typically the Marketing Rep - Full Name
 Typically the Marketing Rep - Phone Number in Phone field 1
 Typically the Marketing Rep - Type of Number associated with Phone field 1
 Typically the Marketing Rep - Phone Number in Phone field 2
 Typically the Marketing Rep - Type of Number associated with Phone field 2
 Secondary Job Contact – First Name
 Secondary Job Contact – Full Name
 Secondary Job Contact – Initials
 Secondary Job Contact – Last Name
 Secondary Job Contact – Job Portal Logon Details
 Secondary Job Contact – Middle Initial
 Secondary Job Contact - Phone Number in Phone field 1
 Secondary Job Contact - Type of Number associated with Phone field 1
 Secondary Job Contact - Phone Number in Phone field 2
 Secondary Job Contact - Type of Number associated with Phone field 2
 Secondary Job Contact - Title
 Typically the CSR/Call Taker - Address 1
 Typically the CSR/Call Taker - Address 2
 Typically the CSR/Call Taker - City, State & Zip
 Typically the CSR/Call Taker - Email Address
 Typically the CSR/Call Taker – Full Name
 Typically the CSR/Call Taker - Phone Number in Phone field 1
 Typically the CSR/Call Taker - Type of Number associated with Phone field 1
 Typically the CSR/Call Taker - Phone Number in Phone field 2
 Typically the CSR/Call Taker - Type of Number associated with Phone field 2
 Typically the Estimator - Email Address
 Typically the Estimator – First Name
 Typically the Estimator – Full Name
 Typically the Estimator - Initials
 Typically the Estimator – Last Name
 Typically the Estimator – Middle Initial
 Typically the Estimator - Phone Number in Phone field 1
 Typically the Estimator - Type of Number associated with Phone field 1
 Typically the Estimator - Phone Number in Phone field 2
 Typically the Estimator - Type of Number associated with Phone field 2
 Typically the Estimator - Phone Number in Phone field 3
 Typically the Estimator - Type of Number associated with Phone field 3
 Typically the Estimator - Phone Number in Phone field 4
 Typically the Estimator - Type of Number associated with Phone field 4



Work Order Email Subject Line

Job Merge Fields - continued

Merge Field

Staff Phone 5
 Staff Phone 5 Type
 Super Email
 Super First Name
 Super Full Name
 Super Last Name
 Super MI
 Super Phone 1
 Super Phone 1 Type
 Super Phone 2
 Super Phone 2 Type
 Super Phone 3
 Super Phone 3 Type
 Super Phone 4
 Super Phone 4 Type
 Super Phone 5
 Super Phone 5 Type

Definition

Typically the Estimator - Phone Number in Phone field 5
 Typically the Estimator - Type of Number associated with Phone field 5
 Typically the Project Manager – Email Address
 Typically the Project Manager – First Name
 Typically the Project Manager – Full Name
 Typically the Project Manager – Last Name
 Typically the Project Manager – Middle Initial
 Typically the Project Manager – Phone Number in Phone field 1
 Typically the Project Mgr – Type of Number associated with Phone field 1
 Typically the Project Manager – Phone Number in Phone field 2
 Typically the Project Mgr – Type of Number associated with Phone field 2
 Typically the Project Manager – Phone Number in Phone field 3
 Typically the Project Mgr – Type of Number associated with Phone field 3
 Typically the Project Manager – Phone Number in Phone field 4
 Typically the Project Mgr – Type of Number associated with Phone field 4
 Typically the Project Manager – Phone Number in Phone field 5
 Typically the Project Mgr – Type of Number associated with Phone field 5

Loss Merge Fields

Merge Field

Date Custom KPI 1
 Date Custom KPI 2
 Date Custom KPI 3
 Date Custom KPI 4
 Current Date
 Date Contacted
 Date Estimate Accepted
 Date Estimate Delivered
 Date List Closed
 Date List Opened
 Date List Repaired
 Date List Repaired End
 Date List Reviewed
 Date List Reviewed End
 Date List SignOff by Owner
 Date List SignOff by Staff
 Date List Submitted
 Date Projected Close
 List Action Taken
 List Category
 List Date Required
 List Determination
 List Notes
 List Number
 List Service Requested
 List SubCategory
 List Type

Definition

Custom KPI Date – user definable
 Custom KPI Date – user definable
 Custom KPI Date – user definable
 Custom KPI Date – user definable
 Current Date
 Date the Customer was contacted
 Date Estimate Accepted
 Date Estimate Delivered
 Date Closed
 Date Received
 Date the job is scheduled to start
 Date the job is scheduled to end
 Date the Site Visit/Inspection is scheduled to start
 Date the Site Visit/Inspection is scheduled to end
 List Customer Name
 List Project Manager Name
 Date of Loss
 Date the work is projected to be completed by
 WO Action Taken
 WO Category
 WO DOL
 Job Determination why a job was completed, closed or lost
 Loss Notes
 Loss Number
 WO Service Requested field typically the work to be performed
 WO Sub Category
 Loss Type (Water, Mold, Fire, etc.)



Work Order Email Subject Line

WO (Work Order) Merge Fields

Merge Field

ActionTaken
 Area
 Category
 Closed
 Current Date
 Customer Request
 Date Due
 Date Review Scheduled
 Date Review Scheduled Duration
 Date Review Scheduled Time
 Date Vendor Scheduled
 Date Vendor Scheduled Duration
 Date Vendor Scheduled Time
 Deleted
 Determination
 Fax Number
 Item Date Completed
 Item Number
 Item Service
 Phone Number
 Progress
 Service Request
 Sign Off Owner Date
 Sign Off Owner Name
 Sign Off Staff Date
 Sign Off Staff Name
 Sign Off Vendor Date
 Sign Off Vendor Name
 Sub Category
 Vendor Address Line 1
 Vendor Address Line 2
 Vendor City
 Vendor City State Zip
 Vendor Full Address
 Vendor Name
 Vendor State
 Vendor State Name
 Vendor Zip

Definition

WO Action Taken Notes
 WO Area
 WO Category
 WO Closed (True or False)
 Current Date
 WO Customer Request
 Date WO is Due
 Date the Site Visit/Inspection is scheduled
 How long the Site Visit/Inspection is going to take
 Time the Site Visit/Inspection is scheduled to start
 Date the Sub/Tech is scheduled to begin the work
 How long the Sub/Tech is going to take
 Time the Sub/Tech is scheduled to start
 WO Deleted (True or False)
 Job Determination why a job was completed, closed or lost
 Sub/Tech Fax Number
 Date WO was completed
 WO Number
Field Not Available
 Sub/Tech Phone Number
 WO Progress
 WO Service Requested field typically the work to be performed
 Date the Customer signed off the WO is complete
 Customer Name
 Date the Estimator signed off the WO is complete
 Estimator Name
 Date the Sub/Tech signed off the WO is complete
 Sub/Tech Name
 WO Sub Category
 Sub/Tech Address
 Sub/Tech Address 2
 Sub/Tech City
 Sub/Tech City, State & Zip
 Sub/Tech Full Address
 Sub/Tech Name
 Sub/Tech State Code
 Sub/Tech State Name
 Sub/Tech Zip

Business Merge Fields Settings → System Setup → System Information)

Merge Field

Builder Address Line 1
 Builder Address Line 2
 Builder Full Address
 City
 City State Zip
 Current Date
 Name
 Owner Web Site

Definition

Address
 Address 2
 Full Address
 City
 City, State & Zip
 Current Date
 Business Name
 Job Contact Website



Work Order Email Subject Line

Business Merge Fields - continued

Merge Field

Phone 1
 Phone 1 Type
 Phone 2
 Phone 2 Type
 Phone 3
 Phone 3 Type
 Phone 4
 Phone 4 Type
 Phone 5
 Phone 5 Type
 State
 State Name
 Vendor Web Site
 Web Site
 Zip

Definition

Phone Number
 Field Not Available
 Fax Number
Field Not Available
Field Not Available
Field Not Available
Field Not Available
Field Not Available
Field Not Available
 State Code
 State Name
 Sub/Tech Website
 Business Website
 Zip

Office Merge Fields (Settings→ Office Setup→ Office Detail)

Merge Field

Site Description
 Site Address Line 1
 Site Address Line 2
 Site City
 Site State
 Site State Name
 Site ZIP
 Site City State Zip
 Site Full Address
 Site Contact
 Site Phone
 Site Fax
 Site Email

Definition

Typically Company Name
 Office Address
 Office Address 2
 Office City
 Office State Code
 Office State Name
 Office Zip
 Office City, State & Zip
 Office Full Address
 Office Contact Full Name
 Office Phone Number
 Office Fax Number
 Office Email Address

Company Merge Fields

Merge Field

Project
 Project Code
 Project City
 Project State
 Project State Name
 Project ZIP
 Project City State ZIP
 Project County
 Project Location
 Project Primary Contact First Name
 Project Primary Contact MI
 Project Primary Contact Last Name
 Project Primary Contact Full Name

Definition

Company Name
 Company Code
 Company City
 Company State Code
 Company State Name
 Company Zip
 Company City, State & Zip
 Company County
Field Not Available
 Company Primary Contact First Name
 Company Primary Contact Middle Initial
 Company Primary Contact Last Name
 Company Primary Contact Last Name



Work Order Email Subject Line

Company Merge Fields - continued

Merge Field

Project Primary Contact Address Line 1
 Project Primary Contact Address Line 2
 Project Primary Contact City
 Project Primary Contact State
 Project Primary Contact State Name
 Project Primary Contact ZIP
 Project Primary Contact City State Zip
 Project Primary Contact Full Address
 Project Primary Contact Email
 Project Primary Contact Title
 Project Primary Contact Phone 1
 Project Primary Contact Phone 2
 Project Primary Contact Phone 3
 Project Primary Contact Phone 4
 Project Primary Contact Phone 5
 Project Primary Contact Phone 1 Type
 Project Primary Contact Phone 2 Type
 Project Primary Contact Phone 3 Type
 Project Primary Contact Phone 4 Type
 Project Primary Contact Phone 5 Type
 Project Secondary Contact First Name
 Project Secondary Contact MI
 Project Secondary Contact Last Name
 Project Secondary Contact Full Name
 Project Secondary Contact Address Line 1
 Project Secondary Contact Address Line 2
 Project Secondary Contact City
 Project Secondary Contact State
 Project Secondary Contact State Name
 Project Secondary Contact ZIP
 Project Secondary Contact City State Zip
 Project Secondary Contact Full Address
 Project Secondary Contact Email
 Project Secondary Contact Title
 Project Secondary Contact Phone 1
 Project Secondary Contact Phone 2
 Project Secondary Contact Phone 3
 Project Secondary Contact Phone 4
 Project Secondary Contact Phone 5
 Project Secondary Contact Phone 1 Type
 Project Secondary Contact Phone 2 Type
 Project Secondary Contact Phone 3 Type
 Project Secondary Contact Phone 4 Type
 Project Secondary Contact Phone 5 Type
 Project Plat
 Project Subdivision
 Project Zone

Definition

Company Primary Contact Address
 Company Primary Contact Address 2
 Company Primary Contact City
 Company Primary Contact State Code
 Company Primary Contact State Name
 Company Primary Contact Zip
 Company Primary Contact City, State & Zip
 Company Primary Contact Full Address
 Company Primary Contact Email Address
 Company Primary Contact Title
 Company Primary Contact Phone Field 1
 Company Primary Contact Phone Field 2
 Company Primary Contact Phone Field 3
 Company Primary Contact Phone Field 4
 Company Primary Contact Phone Field 5
 Company Primary Contact Type of Number associated with Phone field 1
 Company Primary Contact Type of Number associated with Phone field 2
 Company Primary Contact Type of Number associated with Phone field 3
 Company Primary Contact Type of Number associated with Phone field 4
 Company Primary Contact Type of Number associated with Phone field 5
 Company Secondary Contact First Name
 Company Secondary Contact Middle Initial
 Company Secondary Contact Last Name
 Company Secondary Contact Full Name
 Company Secondary Contact Address
 Company Secondary Contact Address 2
 Company Secondary Contact City
 Company Secondary Contact State Code
 Company Secondary Contact State Name
 Company Secondary Contact Zip
 Company Secondary Contact City, State & Zip
 Company Secondary Contact Full Address
 Company Secondary Contact Email Address
 Company Secondary Contact Title
 Company Secondary Contact Phone Field 1
 Company Secondary Contact Phone Field 2
 Company Secondary Contact Phone Field 3
 Company Secondary Contact Phone Field 4
 Company Secondary Contact Phone Field 5
 Company Secondary Contact Type of Number associated with Phone field 1
 Company Secondary Contact Type of Number associated with Phone field 2
 Company Secondary Contact Type of Number associated with Phone field 3
 Company Secondary Contact Type of Number associated with Phone field 4
 Company Secondary Contact Type of Number associated with Phone field 5
Field Not Available
Field Not Available
Field Not Available



Work Order Email Subject Line

Sub/Tech Merge Fields

Merge Field

Current Date
 Vendor Primary Contact Logon
 Vendor Primary Contact Password
 VENDOR Name
 VENDOR Vendor ID
 VENDOR DBA
 VENDOR Name Short
 VENDOR Address 1
 VENDOR Address 2
 VENDOR City
 VENDOR State Code
 VENDOR State Name
 VENDOR Zip
 VENDOR City, State, Zip
 VENDOR Full Address
 VENDOR_Phone
 VENDOR_Fax
 VENDOR Website
 VENDOR_Open Status
 VENDOR_Closed Status
 VENDOR On Call
 VENDOR INS Auto Cert
 VENDOR INS Auto Date
 VENDOR INS Liability Cert
 VENDOR INS Liability Date
 VENDOR INS Workmans Comp Cert
 VENDOR INS Workmans Comp Date
 VENDOR Taxable
 VENDOR Billing Company
 VENDOR Billing Attention
 VENDOR Billing Address 1
 VENDOR Billing Address 2
 VENDOR Billing City
 VENDOR Billing State Code
 VENDOR Billing State Name
 VENDOR Billing Zip
 VENDOR Billing City, State, Zip
 VENDOR Billing Full Address
 VENDOR Billing Phone
 VENDOR Billing Fax
 VENDOR Billing Contact Name
 VENDOR Billing Contact Email
 VENDOR Billing FEIN
 VENDOR PC Contact ID
 VENDOR PC First Name
 VENDOR PC MI
 VENDOR PC Last Name
 VENDOR PC Full Name
 VENDOR PC Initials
 VENDOR PC Address 1

Definition

Current Date
 Sub/Tech Primary Contact Portal Logon
 Sub/Tech Primary Contact Portal Password
 Sub/Tech Name
 Sub/Tech ID
 Sub/Tech DBA (Doing Business As)
 Sub/Tech Short Name
 Sub/Tech Address
 Sub/Tech Address 2
 Sub/Tech City
 Sub/Tech State Code
 Sub/Tech State Name
 Sub/Tech Zip
 Sub/Tech City, State & Zip
 Sub/Tech Full Address
 Sub/Tech Phone Number
 Sub/Tech Fax Number
 Sub/Tech Website
 Sub/Tech Open WO Status
 Sub/Tech Closed WO Status
 Sub/Tech On Call (True or False)
 Sub/Tech Auto Ins. Certificate Number
 Sub/Tech Auto Ins. Expiration Date
 Sub/Tech Liability Ins. Certificate Number
 Sub/Tech Liability Ins. Expiration Date
 Sub/Tech Workers Comp Certificate Number
 Sub/Tech Workers Comp Expiration Date
 Sub/Tech Taxable (True or False)
 Sub/Tech Billing Company
 Sub/Tech Billing Attention Full Name
 Sub/Tech Billing Address
 Sub/Tech Billing Address 2
 Sub/Tech Billing City
 Sub/Tech Billing State Code
 Sub/Tech Billing State Name
 Sub/Tech Billing Zip
 Sub/Tech Billing City, State & Zip
 Sub/Tech Billing Full Address
 Sub/Tech Billing Phone Number
 Sub/Tech Billing Fax Number
 Sub/Tech Billing Contact Full Name
 Sub/Tech Billing Contact Email Address
 Sub/Tech Billing Contact FEIN Number
 Sub/Tech Primary Contact ID
 Sub/Tech Primary Contact First Name
 Sub/Tech Primary Contact Middle Initial
 Sub/Tech Primary Contact Last Name
 Sub/Tech Primary Contact Full Name
 Sub/Tech Primary Contact Initials
 Sub/Tech Primary Contact Address



Work Order Email Subject Line

Sub/Tech Merge Fields - continued

Merge Field

VENDOR PC Address 2
VENDOR PC City
VENDOR PC Phone 1 Type
VENDOR PC Phone 2
VENDOR PC State Code
VENDOR PC Phone 2 Type
VENDOR PC State Name
VENDOR PC Phone 3
VENDOR PC Zip
VENDOR PC City, State, Zip
VENDOR PC Phone 3 Type
VENDOR Full Address
VENDOR PC Phone 4
VENDOR PC On Call
VENDOR PC Phone 4 Type
VENDOR PC Email
VENDOR PC Phone 5
VENDOR PC Phone 1
VENDOR PC Phone 5 Type
VENDOR PC Status

Definition

Sub/Tech Primary Contact Address 2
Sub/Tech Primary Contact City
Sub/Tech Primary Contact Type of Number associated with Phone field 1
Sub/Tech Primary Contact Phone Field 2
Sub/Tech Primary Contact State Code
Sub/Tech Primary Contact Type of Number associated with Phone field 2
Sub/Tech Primary Contact State Name
Sub/Tech Primary Contact Phone Field 3
Sub/Tech Primary Contact Zip
Sub/Tech Primary Contact City, State & Zip
Sub/Tech Primary Contact Type of Number associated with Phone field 3
Sub/Tech Primary Contact Full Address
Sub/Tech Primary Contact Phone Field 4
Sub/Tech Primary Contact On Call (True or False)
Sub/Tech Primary Contact Type of Number associated with Phone field 4
Sub/Tech Primary Contact Email Address
Sub/Tech Primary Contact Phone Field 5
Sub/Tech Primary Contact Phone Field 1
Sub/Tech Primary Contact Type of Number associated with Phone field 5
Sub/Tech Primary Contact Status (Active, Inactive or Deleted)